

COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES AND SUPPLY
805 E. BROAD STREET, P. O. BOX 1199
RICHMOND, VIRGINIA 23218-1199

NOTICE OF CONTRACT RENEWAL

1. DATE October 29, 2004
2. COMMODITY NAME Typewriters, Electronic and Manual
3. CONTRACT NUMBER 6008701-50
4. CONTRACT PERIOD November 1, 2004 through October 31, 2005
5. SUPERSEDES 6008701-40
6. AUTHORIZED USERS State Agencies and Other Public Bodies
7. CONTRACTORS' FIN NUMBER See Attached
8. CONTRACTOR (S) See Attached
9. CONTRACTORS' PHONE NUMBER See Attached
10. TERMS Net 30 Days
11. DELIVERY 5 Working Days ARO
12. F.O.B. Agency
13. MINIMUM ORDER \$100.00
14. FURTHER CONTRACT INFORMATION CONTACT: J. Peter Stamps
Phone (804) 786-3853
Fax (804) 786-5413
Email: pete.stamps@dgs.virginia.gov
15. ADDITIONAL COPIES OF CONTRACTS AND ANY ASSOCIATED CONTRACT CHANGES MAY BE VIEWED
AND PRINTED AT THE DPS WEBSITE: www.eva.state.va.us
16. NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is mandatory for all State Agencies (unless otherwise indicated in item 6 above) in the purchase of any commodity listed herein. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature shall be submitted to the appropriate DGS/DPS contract/purchase officer for approval. A complete and factual written justification is necessary to support the request. Refer to Section 13.7a of the Agency Procurement and Surplus Property Manual.
17. **Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

By: _____
Statewide Contract Officer

INSTRUCTIONS

1. **ORDERS:**

A. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia will order items/services through eVA.

B. If this contract is authorized for use by localities, Virginia cities, counties, towns and political subdivisions, orders will be placed through eVA to the maximum extent possible.

2. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.

3. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.

4. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply (786-8873).

5. **Renewals.** One (1) one year renewal remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.

6. **Price Adjustments.** During the current term of the contract, price escalation may be allowed every 180 days, if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. **IMPORTANT!** All price increases must be approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.

7. **Warranty:** All typewriters will be provided with a written warranty against defects in materials and workmanship for a period of one year. The warranty period will begin at the time of typewriter installation. The contractor will be responsible for adjusting, repairing or replacing units during the year's warranty period. Typewriters which have a poor performance record during the warranty period which causes a down time of 30% or requires 3 service calls (whichever is less) will be replaced or returned for prompt refund. Replacement typewriters also shall be provided with the aforementioned one warranty, which is to start from date of delivery of replacement unit.

8. **MINIMUM ORDERS:** Orders will be \$100.00 for F.O.B. delivery to ordering agency within the Commonwealth of Virginia. For orders of less than \$100.00, the Contractor will be permitted to add actual transportation cost (prepaid) to invoice for payment, or the agency may purchase such order off contract from other sources. Partial shipments of less than the minimum order value which are made at the option of the contractor shall be made F.O.B. Destination with no transportation charges added. If at the agency's request shipments are below the minimum order value, the contractor may add actual transportation cost to invoice for payment.

9. **DELIVERY SERVICE:** Delivery of all requested contract items shall be made within 5 calendar days after receipt of purchase order. Delivery of all requested supplies shall be made within 5 calendar days after receipt of order. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.

10. **ORDER METHOD**: Ordering agencies shall place orders for typewriter(s) by considering best value concepts. The ordering shall consider cost, delivery, performance, ease of use, compatibility, size, instruction materials and contractor performance.
11. **OPTIONAL MATERIALS**: Reference/operational guides are for end-user use and consist of written materials or videotapes.

Note: (a) Order these items as required by end-users requirements.

(b) Remember to order materials that match the ordered typewriter.

VENDOR ORDER ADDRESS LISTINGS

<u>VENDOR</u>	<u>FIN</u>	<u>NAME/ADDRESS</u>	<u>TELEPHONE (S)</u>
Swintec	221981584	Shipman-Ward, Inc. P.O. Box 346 Wood-Ridge, NJ 07075 Ed Michael Email: edmichael@swintec.com Website: www.swintec.com	(201) 933-4900 Phone (201) 933-1745 FAX

ITEM NO	TYPEWRITER DESCRIPTION	PRICE/UNIT	
00020	<p>Typewriter, electronic, printwheel or single element type, full line correctable memory, multiple pitch, standard keyboard, individual key contact, print speed of 20 CPS., repeat key function, margins/tabs features, <u>11.5 inch</u> writing line width.</p> <p>Swintec 2600, Shipman-Ward</p>	<p><u>Qty:</u> 1 - 5 6 - 10 11-15</p>	<p><u>Price:</u> \$271.00 \$270.50 \$270.00</p>
00022	<p>Typewriter, electronic, printwheel or single element type, full line correctable memory, multiple pitch, standard keyboard, individual key contact, print speed of 20 CPS, repeat key function, margins/tabs features, spell check, battery backup and <u>11.5 inch</u> writing line width.</p> <p>Swintec 2600 w/ spell check, Shipman Ward</p>	<p><u>Qty:</u> 1 - 5 6 - 10 11-15</p>	<p><u>Price:</u> \$287.50 \$287.00 \$286.50</p>
00080	This item not renewed.		
00100	This item not renewed.		
00105	This item not renewed.		
00120	<p><u>Electronic Memory Typewriter</u> - Typewriter, electronic, printwheel type, display, 15-k memory, multiple pitch, multiple type style, standard keyboard, individual key contact, print speed of 22 CPS, repeat key function, margins/tabs features, spell check, battery backup, disc drive with at least 300K capacity and <u>13.5 inch</u> writing line width.</p> <p>Swintec 7000/8500 SC 60K system, Shipman Ward</p>	<p><u>Qty:</u> 1 - 5 6 - 10 11-15</p>	<p><u>Price:</u> \$1064.00\$1 063.00\$106 2.00</p>
00122	<p><u>Electronic Memory Typewriter</u> - Typewriter, electronic, printwheel type, display, 15-k memory, multiple pitch, multiple type style, standard keyboard, individual key contact, print speed of 22 CPS., repeat key function, margins/tabs features, spell check, battery backup, disc drive with at least 300K capacity and <u>13.5 inch</u> writing line width, black and white swing out monitor. Without communication port(s).</p> <p>Swintec 7000/8500 SC 60K system, monitor, Shipman Ward</p>	<p><u>Qty:</u> 1 - 5 6 - 10 11-15</p>	<p><u>Price:</u> \$1139.00\$1 138.00\$113 7.00</p>

Training User/Reference Manuals

<u>Contractor</u>	<u>Type</u>	<u>Price</u>
Shipman Ward	Training tape, video	\$25,00

CONSUMABLES:

<u>Contractor</u>	<u>Catalog</u>	<u>Percent Discount</u>
Shipman Ward	Swintec East Retail	10 %

NOTHING FOLLOWS